



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

JUL 5 2005

Mr. Jonathan L. Snare
Acting Director, Assistant Secretary for
Occupational Safety and Health
Department of Labor
Washington, D.C. 20210

Dear Mr. Snare:

Enclosed is the Department of Commerce Annual Report on Occupational Safety and Health for Fiscal Year (FY) 2004. This report reflects our continuing commitment to occupational safety and health (OSH), and achieving the goals in the White House Safety, Health, and Return-to-Employment (SHARE) initiative. We implemented several new initiatives in FY 2004 to increase the effectiveness of our OSH program and reduce workplace injuries and illnesses. We look forward to continuing our progress and working with your office to ensure our employees are provided safe and healthful places of employment.

Please contact Fred Fanning at (202) 482-0211, if you have any questions regarding this report. Thank you for your support of the Department of Commerce OSH program.

Sincerely yours,

Jeffery K. Nulff
Deputy Assistant Secretary for
Administration

Enclosures

Department of Commerce 2004 Occupational Safety and Health Report Executive Summary

This executive summary provides the Occupational Safety and Health Administration with a quick look at the annual report on the Department of Commerce's Safety Program.

The Department employed 37,641 employees in Fiscal Year 2004. This was an increase of 311 employees over Fiscal Year 2003. The Department experienced a 4.4 percent decrease in injury and illness claims and a 13.5 percent decrease in lost time claims in Fiscal Year 2004. The Department's workers' compensation costs also declined to 1.2 percent in Fiscal Year 2004. The Department experienced two occupational fatalities in Fiscal Year 2004 from separate motor vehicle accidents.

During Fiscal Year 2004 the Department met and exceeded three of the four goals of Safety, Health, and Return-to-Employment (SHARE) initiative. Goals included increased timeliness for filings, reduced lost time, and total case rates. Despite a 13.5 percent decrease in lost time injuries and a corresponding decrease in total rates, the Department did not meet the goal to reduce loss production days. The Department continues to analyze the reason for the increase in continuation of pay costs. Our analysis included identifying employees who were either placed on compensation without authority or remained on compensation longer than authorized.

In Fiscal Year 2004, Department employees drove 35M miles in motor vehicles. There were 59 vehicle accidents in Fiscal Year 2004 that resulted in an equal number of workers' compensation claims. The Department had a motor vehicle accident rate of 1.69 accidents per 1M miles driving which is lower than the national average of 2.10 accidents per million miles driven. Police investigations revealed that 70 percent of the accidents that occurred in Fiscal Year 2004 were not the fault of the Department employee. This trend remains steady over the past 3 years.

Throughout the Department extensive safety and occupational health training was conducted in Fiscal Year 2004. This training ensured that workers, supervisors, and safety committee members received training appropriate to their function including two safety weeks and a safety day.

During Fiscal Year 2004 many accomplishments were made in program management. Policies were developed or updated and audis based on Voluntary Protection Program standards were conducted in four bureaus and the Office of the Secretary. Best practices were shared during council meetings. The Department received awards from the Department of Labor for improved timeliness for injury and illness reporting and the Census Bureau received a safe driving award.

In Fiscal Year 2005 the Department is committed to reducing workplace injuries and illnesses, meet Safety, Health and Return-to-Employment goals, implement new and updated training programs, and improve efficiency of data management.

**Department of Commerce
Occupational Safety and Health Program
Fiscal Year 2004 Annual Agency Report**



**Department of Commerce
Office of Occupational Safety and Health
1401 Constitution Avenue, NW
Room 5111
Washington, DC 20230

Telephone (202) 482-4935**

Department of Commerce

Occupational Safety and Health Report

Fiscal Year:
Name of Agency
Department

2004

Department of Commerce
Office of Occupational Safety and

Health, Office of Human

Resources Management

1401 Constitution Avenue, NW

Room 5111

Washington, DC 20230

Address

Number of employees covered by this report

37,641

Name of individual responsible for the Department
Of Commerce Occupational Safety and Health Program
Designated Agency Safety and Health Official

Otto J. Wolff

Chief Financial Officer and

Assistant Secretary for

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Department of Commerce
Occupational Safety and Health Program
Fiscal Year 2004 Annual Agency Report

Introduction. This report provides the Occupational Safety and Health Administration with a review of the Department of Commerce's Safety Program for Fiscal Year 2004. The Department realized great improvement in the effectiveness of its occupational safety and health program. Additional resources were provided to programs to allow for an assertive focus on preventing workplace injuries and illnesses. There remain challenges and the Department has established goals to improve in those areas. Senior leadership is focused on this program and is providing necessary resources to make the program successful. In Fiscal Year 2005 the Department will focus on four objectives. These objectives include: reducing workplace injuries and illnesses, meeting Safety, Health, and Return-to-Employment goals, implementing new and updated training programs, and improving efficiency of data management.

Statistics. The Department of Commerce Occupational Safety and Health program covered the Department's workforce and workplaces worldwide to include our shipboard, aviation and international workforces. The number of personnel employed in 2004 was 37,641.

The Department reported 522 injury and illness cases in Fiscal Year 2004, 225 of which were lost time cases. This represents a 4.4 percent decrease of injury and illness claims and a 13.5 percent decrease of lost time claims from 2003. The injury and illness case rate for Fiscal Year 2004 was 1.39 and the lost time case rate was 0.60.

The Department incurred two occupational fatalities in Fiscal Year 2004; both were Bureau of the Census, Field Representatives, involved in separate motor vehicle accidents. Police reports indicate that in one of the fatal accidents, the victim was wearing a seat belt, however the investigating officers could not determine if the victim in the second accident was wearing a seat belt. Figure 1 shows fatal accident data for previous years.

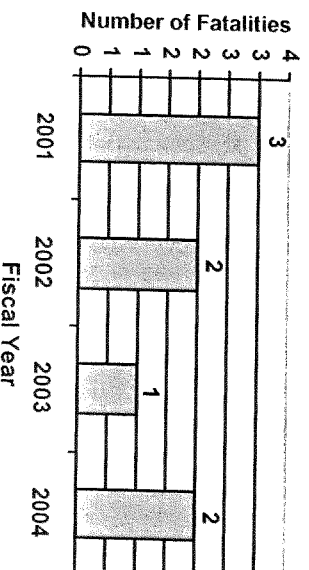


Figure 1 Total number of fatalities for the past four fiscal years.

Department workers' compensation costs for Fiscal Year 2004 were \$14,746,201. This is a decrease of 1.2 percent from \$14,931,466 in Fiscal Year 2003. Figure 2 shows previous fiscal year costs.

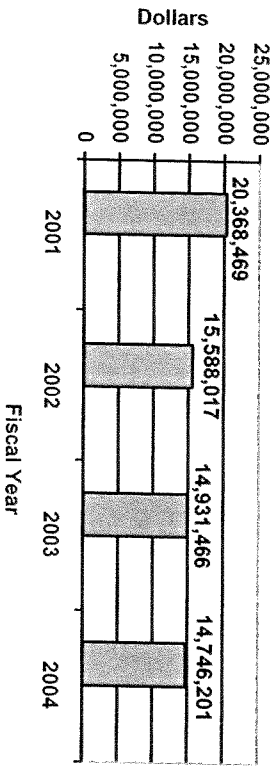


Figure 2 Workers' compensation costs for the past four fiscal years.

Continuation of Pay costs for Fiscal Year 2004 increased from Fiscal Year 2003. Figure 3 shows the costs for previous years.

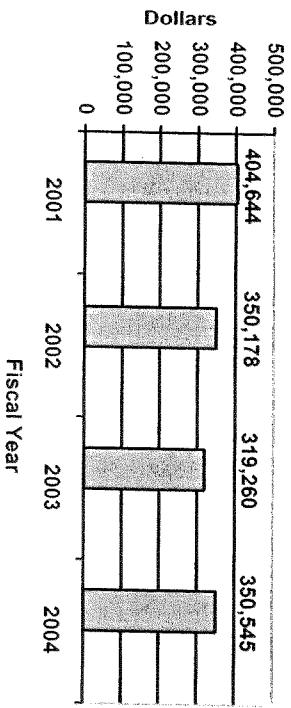


Figure 3 Continuation of Pay costs for the past four fiscal years.

The main causes of injuries within the Department changed slightly in Fiscal Year 2004 from those experienced in Fiscal Year 2003. Figure 4 shows a break down of causes of injuries from Fiscal Year 2004. There are some key findings from this data. Injuries from being struck by an object were the most prevalent type of injury and represented 28 percent of those reported. This is also an increase from Fiscal Year 2003, when only 22 percent of total injuries were in this category. Injuries from slips and falls were the second most frequently occurring and represented 26 percent of total injuries. This is down from 31 percent in Fiscal Year 2003. Exertion injuries represented 25 percent of total injuries and were unchanged from Fiscal Year 2003.

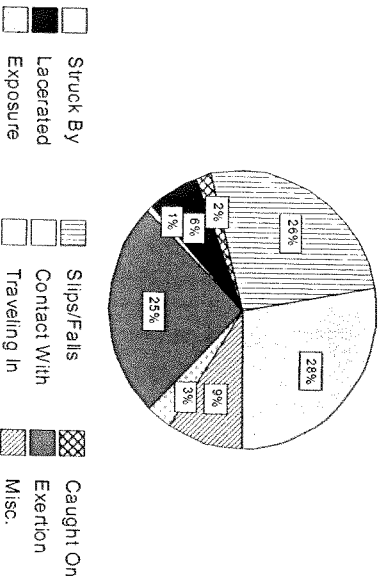


Figure 4 Injury Type As A Percentage of Total Injuries for Fiscal Year 2004.

Safety, Health, and Return to Employment Initiative. During Fiscal Year 2004 the Department met and exceeded the Safety, Health, and Return-to-Employment (SHARE) goals of increased timeliness for filings, reduced lost time and total case rates. Table 1 provides a complete look at targets and goals for Fiscal Year 2004.

	Fiscal Year 2003 Baselines	Fiscal Year 2004 Targets	Fiscal Year 2004 Performance
Lost Production Days	20.9	20.7	22
CA-1/CA-2 Timeliness	34.0 %	35.7 %	40.0 %
Total Case Rate	1.46	1.42	1.39
Lost Time Case Rates	0.70	0.68	0.60

Table 1 SHARE performance for Fiscal Year 04 compared to Fiscal Year 04 targets.

The Department received the Gold Star award from the Department of Labor for improved timeliness of reporting in the third and fourth quarters of Fiscal Year 2004. This improvement was achieved through increased awareness of the program and training on workers' compensation procedures for employees and supervisors. New supervisor training included a module on the importance of timely filings as well as instructional materials to aid supervisors in decision making. An initiative was created to improve and standardize workers' compensation training at all Department bureaus. This involved observing existing training, providing standard training materials, and conducting informal train-the-trainer sessions with collateral duty safety officers and safety points of contact. To further improve timeliness performance as well as incident analysis, the Department worked to obtain the Safety and Health Information Management System (SHIMS).

Despite decreases in occupational injuries and illness, including lost time incidents, the Department did not meet the Fiscal Year 2004 SHARE goal for lost production days. These findings are in conflict with other SHARE statistics and the Department is working to identify the cause(s) by reviewing incidents investigations.

Motor Vehicle/Seat Belt Safety. The Commerce Department's Policy Statement on Increasing Seat Belt Usage was in effect in Fiscal Year 2004. A copy of this policy is included as Attachment 1. This policy requires Commerce employees to wear seat belts while on official government business and encourages employees to wear them while off duty. It also strongly urges employees to use child restraint systems for their children and to encourage other family members to always wear seat belts.

At the Census Bureau, Director Louis Kincannon committed the bureau to a safe driving initiative in October 2002 aimed at reducing injuries from car accidents. The Census Bureau and the Field Directorate further advanced this initiative by:

- Expanding field representatives training in safe driving techniques.

- Field representatives received frequent safety tips to remind them about the mandatory use of seat belts while operating motor vehicles in the performance of official duties.
- Observing employee driving behavior is now part of the annual field representative's supervisory observations.
- Field manuals and training materials were updated to include specific language about the requirement to wear seat belts while operating a motor vehicle and that failure to wear seat belts may result in disciplinary action.
- A safe driving checklist was added to the Observation/Evaluation Checklist for field representatives used by senior representatives and supervisors to evaluate driving skills and identify any unsafe driving acts.
- Several articles on motor vehicle safety and seat belt usage have been published in the Census Bureau's publications for employees. Sample articles are provided as Attachments 2 and 3.
- The Census Bureau's Director's Award for Safe Driving was presented to the New York Regional Office for having no vehicular accidents in 2004.

At the National Institute for Standards and Technology employees are reminded to wear seat belts as they enter the facilities either verbally by the guard force or by signs. The guard force at both the Gaithersburg, Maryland and Boulder, Colorado facilities have the authority to issue citations for failure to wear seat belts. Defensive Driving seminars were provided at two major training and awareness events held at the Gaithersburg facility. The National Institute for Standards and Technology is a certified member of the Maryland T-SAFE Project. Both T-SAFE and the Maryland Department of Transportation had booths at the annual training and awareness event at Gaithersburg, Maryland in June 2004.

Several initiatives were undertaken by the National Oceanic and Atmospheric Administration in Fiscal Year 2004 to improve motor vehicle safety and encourage seat belt usage. Most offices with federally owned vehicles provided motor vehicle safety training emphasizing seat belt usage. In addition to the annual inspections by the General Services Administration the National Ocean Service added a requirement in their Safety Action Plan that all vehicles are to be inspected once a year to ensure each vehicle is maintained for safe operation.

Occupational Safety and Health Training. Extensive safety and occupational health training was conducted in Fiscal Year 2004 throughout the Department. Selected examples include:

- At the National Institute of Standards and Technology a major safety and occupational health training and awareness event, Safety Day, was held at their Gaithersburg, MD facility. This event included speakers covering a wide range of topics, including the White House SHARE initiative. Eighteen vendors demonstrated a variety of products and services. Over 500 employees attended the event, including the Department's Designated Agency Safety and Health Official, Assistant Secretary Otto J. Wolff.

- Incident investigation and root cause analysis training was provided to all supervisors of the National Institute of Standards and Technology Director of Administration and Chief Financial Organization, which included 83 individuals. This training was specifically tailored to the organization, and was provided by the Maryland Chapter of the National Safety Council. A wide range of additional training was conducted at National Institute of Standards and Technology facilities in Fiscal Year 2004. This training included radiation safety, overhead crane operation, Cardio Pulmonary Resuscitation, Occupational Safety and Health Administration's Ten-hour Construction Safety Course, and an enhanced New Employee Safety Orientation.
- The Census Bureau participated in several divisional All-Hands meetings at which presentations communicated the message that "every" employee is a "safety inspector" for reporting hazards. During these presentations, the importance of reporting unsafe or unhealthful conditions was emphasized, and employees were instructed in the use of the Bureau's Facility Complaint Tracking System (FACTS) for the prompt reporting and abatement of hazards. Employees were also told about the costs of workplace injuries and illnesses, and were provided with recommendations for working safely.
- The Census Bureau also provided training for regional supervisors and administrators, which focused on the financial, productivity, and human costs of workplace injuries. This training also included supervisor responsibility to control costs and promote a safe and healthful work place. Through interactive distance-learning broadcasts, all twelve regional Census Bureau offices participated in this training.
- At the National Oceanic and Atmospheric Administration's National Marine and Aircraft Operations Group a one-week conference focusing on maritime and aviation safety was held. Safety training was also provided to seagoing personnel to meet International Maritime Organization and U.S. Coast Guard requirements.
- Additional training conducted at National Oceanic and Atmospheric Administration included the development of a web-based Safety Refresher Course for the National Weather Service and a newly initiated Safety Week for the National Marine Sanctuaries to be held in March each year. Safety Week training included intense hands-on instruction and drills such as man overboard exercises, vessel evacuation drills, and emergency response to earthquakes and fires.
- At the Department's headquarters in the Herbert C. Hoover Building safety training was provided to occupants in conjunction with the Occupant Emergency Plan. This training included Cardio Pulmonary Resuscitation, use of Automated External Defibrillators, use of evacuation chairs for those needing assistance to vacate the building, and fire extinguisher training. Shelter-In-Place exercises were also conducted for building occupants in conjunction with the Occupant Emergency Plan. Safety training provided to employees of the Office of Building Management included a two-day respiratory protection course, a two-day general Occupational Safety and Health course, and a one-day hazardous waste management course. Staff of the Office of Occupational Safety and Health received professional development training on respiratory protection, hazardous waste management, hearing protection, ergonomics, personal protective equipment, and

stress. Staff members attended conferences and expositions for the National Safety Council, the American Industrial Hygiene Association, and the Federal Workers' Compensation Program.

Occupational Safety and Health Program Accomplishments and Initiatives. Numerous

Occupational Safety and Health program accomplishments and initiatives were implemented throughout the Department of Commerce in Fiscal Year 2004 to address accident trends and increase safety awareness. Examples of these accomplishments and initiatives include:

- Quarterly Commerce Safety and Health Council meetings were held with the Chief Financial Officer/Assistant Secretary for Administration, Mr. Otto J. Wolff, as the chair. Mr. Wolff is also the Department's Designated Agency Safety and Health Official. Safety and health managers and senior management from the major bureaus actively participated in these council meetings to resolve critical issues, develop new initiatives, and establish goals and objectives.
- Oversight audits were conducted at four major Commerce bureaus and at Commerce headquarters to assess the effectiveness of programs and determine the level of compliance with applicable requirements. The audits targeted major programs areas and used the Voluntary Protection Program standards. A comprehensive Report of Findings was prepared and provided to the bureau managers following the audits. The programs were well implemented and in compliance with applicable standards.
- A safety and health flier was inserted in the March 18th Statement of Earnings and Leave for all 37,641 employees. The flier promulgated a commitment to providing a safe work environment, preventing workplace accidents, and minimizing illnesses.
- A new safety policy was developed and issued at National Oceanic and Atmospheric Administration. The new safety policy, signed by Under Secretary for Oceans and Atmosphere Vice Admiral Conrad C. Lautenbacher, Jr., stressed the importance of making safety a priority in National Oceanic and Atmospheric Administration workplaces. This policy also encouraged each manager and employee to take responsibility for their safety, and held Administration leadership accountable for proactively working to prevent hazards. The policy assigned responsibilities for various aspects of the program, ensured that training is fully implemented throughout the organization, and required that program responsibilities be included in the performance plans of managers and employees. The new policy is provided as Attachment 4.
- A web-based accident/illness reporting system was developed and implemented at National Oceanic and Atmospheric Administration's National Weather Service. It will be expanded to all of the National Oceanic and Atmospheric Administration in Fiscal Year 2005. The new reporting system assists managers in analyzing the major causes of accidents/illnesses, identifies locations where significant numbers of accidents/illnesses are occurring, and aids in reducing workers' compensation costs.

- At the Census Bureau a major initiative was undertaken to increase seat belt usage and promote driver safety awareness. Census Bureau Director Louis Kincannon issued a safe driving initiative in October 2002 aimed at reducing fatalities and injuries from car accidents. In 2004 the Census Bureau Safety Office and the Field Directorate further advanced this initiative by providing field representatives with additional training in safe driving techniques and regular safety tips, including reminding them that the use of seat belts are mandatory for drivers while on official duty. Field manuals and training materials were updated to include specific language about the requirement to wear seat belts while operating a motor vehicle and that failure to do so may result in disciplinary action. A safe driving checklist was added to the Observation/Evaluation Checklist for field representatives, which is used by senior representatives and supervisors to evaluate driving skills and identify unsafe driving acts.

The National Institute for Standards and Technology implemented several major programs and initiatives in Fiscal Year 2004. Examples of these initiatives include:

- The Health Physics Group performed an audit of the research nuclear reactor radiation safety program as required by 10 CFR Part 20 and prepared a report of findings. The program received praise by an outside Safety Audit Committee for an effective and committed radiation safety program. The Health Physics Group also participated in two inspections conducted by the Nuclear Regulatory Commission at the Gaithersburg, Maryland facility; no actions items were identified during the inspections.
- A new Hazardous Materials Emergency Response Vehicle was placed in service at the Gaithersburg, Maryland facility to respond to incidents involving the release of hazardous materials. The new vehicle is equipped with Level A and B protective suits, chemical and biological detection equipment, radiation monitoring meters, decontamination equipment, and other emergency response equipment.

Major Resources Allocated to the Occupational Safety and Health Program. Funding for the Department-wide implementation of the Department of Labor's Safety and Health Information Management System (SHIMS) program was approved in Fiscal Year 2004. This web-based system automates the workers' compensation process and serves as a database for Occupational Safety and Health Administration required injury and illness recordkeeping. The use of SHIMS will aid the Department in meeting SHARE goals as well as identifying significant trends and patterns in workplace injuries and illnesses.

The National Oceanic and Atmospheric Administration has allocated three days per year as "safety stand down days" aboard all ships. The three days are used to address specific safety concerns aboard ship, conduct safety training, practice risk management, and increase awareness. At the National Oceanic and Atmospheric Administration Aircraft Operations Center a centralized hazardous materials tracking system was developed and implemented. The new system will track hazardous materials from the time they are distributed until they are picked up for disposal. The system is intended to reduce quantities, significantly lower fire risk, and reduce potential exposure.

An incident investigation and root cause analysis program was instituted within the Director of Administration and Chief Financial Officer organization at National Institute for Standard and Technology. The new program is utilized in the investigation of major incidents. Incident investigation and root cause analysis training was provided to all supervisors using specific examples of investigations and analyses, which were conducted in Fiscal Year 2003.

The Department of Commerce has Automated External Defibrillators throughout the Herbert C. Hoover Building.

In Fiscal Year 2004 Automated External Defibrillators were installed at the National Institute of Standards and Technology Gaithersburg, Maryland, Boulder, Colorado and Kauai, Hawaii facilities. Required programs for the operation and management of these important life savings devices were also developed and implemented.

Also in Fiscal Year 2004 the Census Bureau placed Automated External Defibrillators at key locations. Specific locations included the eight buildings at the Census Bureau headquarters in Suitland, Maryland. In addition to the procuring and installing the devices the Census Bureau trained over 250 employees in their use.

Occupational Safety and Health Goals, Plans and Objectives Planned for Fiscal Year 2005 and Beyond. In Fiscal Year 2005 and the following years the Department will continue its efforts to meet and exceed the four goals under the SHARE initiative. The Department will focus on reducing Lost Production Days.

The Department will continue its efforts to return employees on long-term compensation to work thereby reducing long-term workers' compensation cases and lowering overall compensation costs. Each long-term compensation case will be thoroughly reviewed and updated medical reports will be appropriately examined to determine whether employees are able to return to work. Additionally, the Department will also work with the bureaus to identify light duty work for those employees who cannot resume working at full capacity.

At the Census Bureau, a new \$330 million headquarters facility is being constructed that will replace seven 60 year old buildings now being used. To ensure the new facility meets current safety and health standards, the Census Safety Office actively participates as a member of the Census New Building Coordination Team.

At the Census Bureau's National Processing Center in Jeffersonville, Indiana the Safety Office is developing a new web-based interactive training program on the Hazard Communication standard. The goal of this program is to ensure employees are familiar with the major components of the standard. The training will cover the requirements for Material Safety Data Sheets, proper handling and disposal, and actions to take in the event of an accidental exposure. The training will have a test at the end. The issuance of a completion certificate will be based upon successful completion of the test.

The National Oceanic and Atmospheric Administration have planned several major goals and objectives for Fiscal Year 2005 and beyond. Examples of these initiatives include:

- The development of a Safety Program Evaluation Tool to measure management, leadership, and employee involvement.
- The establishment of committees and councils at all facilities
- The development of specific safety performance measures for all employees.
- To revise and improve it's New Employee Safety Orientation Training Program.

The National Institute for Standards and Technology has established a goal to reduce lost workday frequency and severity by 25 percent from the previous five-year average. New employees will receive four hours of training during the first month of their employment. All employees will receive at least four hours of training per year.

Summary.

This report was intended to provide the Acting Director of the Occupational Safety and Health Administration with a roll up the accomplishments of the Department of Commerce in the area of occupational safety and health for Fiscal Year 2004. The commitment, dedication, and effort of our employees are evident in all that we do. In Fiscal Year 2005 our leaders are committed to further reducing accidents and injuries, exceeding the Department of Labor SHARE goals, and reducing Workers' Compensation costs. That commitment includes conducting training for employees, supervisors, managers and executives, implementing automation initiatives to improve effectiveness and efficiency, developing a strategic plan for occupational safety and health, improving evacuation procedures for disabled employees, and awareness efforts focused on improving the health of our work force. Fiscal Year 2005 holds a great deal of promise. The Department's report for 2005 will demonstrate its commitment to and fulfillment of providing a safe and healthful working environment for the men and women of the Department of Commerce.

The Secretary

Sent by: The Sec

05/22/01 05:09 PM

To: Broad Cast/HCHB/Onet@osnet

cc: (bcc: Alex Mayes/HCHB/Onet)

Subject: Policy Statement on Increasing Seat Belt Usage

MEMORANDUM FOR All Department of Commerce Employees

SUBJECT: Policy Statement on Increasing Seat Belt Usage

Seat belts have been proven to be the most effective measure in preventing deaths and serious injury in motor vehicle crashes. Every hour someone dies in the United States because they did not buckle up. Every 14 seconds someone is injured in a traffic accident. Although studies have shown that a majority of drivers wear seat belts, we need to encourage those who do not to get in the habit of buckling up every time they get behind the wheel.

The motor vehicle injury problem affects everyone. The loss of a loved one, personal pain and suffering, and dealing with a seriously injured family member all have a significant impact on our lives. Additionally, individuals must bear the economic costs of motor vehicle crashes - on average \$580 per person in America per year. When individuals do not wear seat belts, these costs increase considerably.

An estimated 9,500 lives are saved by the use of seat belts each year. Research has found that lap and shoulder belts reduce the risk of fatal injury to front seat passenger car occupants by 45 percent and the risk of moderate to severe injury by 50 percent. Using seat belts is an easy habit to develop, and it only takes three seconds to buckle up.

To save lives and reduce motor vehicle injuries, I call upon each Commerce employee to always wear seat belts while on official government business, and also while off duty. Additionally, I strongly urge Commerce employees to use child restraint systems for their children and encourage other family members to always wear seat belts.

I look for your full and enthusiastic support in these efforts.

Donald L. Evans

Article on motor vehicle safety and mandatory use of seat belts published in the Census Bureau's publication *Inter Act II* for Field Representatives

VEHICLE SAFETY

Being an effective FR means driving safely

As an FR, you are representing the government anytime you are "on the clock." Given the unique demands of traveling to interviews, this includes the time you spend in your car. You will spend a lot of time driving in areas that may not be familiar to you. Part of being an effective FR is driving your car safely, legally, and responsibly. Most skills for driving responsibly are quite simple and practical. They also reduce your chances of being involved in an accident or mishap. Look at the list of driving skills below. How often do you practice these skills when you are behind the wheel?

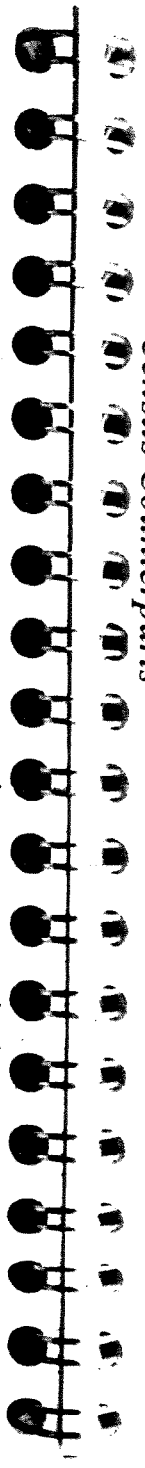
- Wear your seatbelt at all times. In many states, it is illegal to drive without your seatbelt fastened.
- Check the rear view and side view mirrors for maximum visibility. Also, be aware of any blind spots your car may have, and check accordingly when turning or changing lanes.
- Obey the speed limit. Speeding is illegal.
- Drive at speeds that are appropriate for weather and/or road conditions. This means driving more slowly in the rain or snow, for example, or on roads under construction.
- Be realistic about the time required to get to your destination. Allow time for delays because of traffic, construction, or bad weather.

- Comply with all posted traffic signs and signals. Disobeying traffic signs and signals is illegal.
- Obey police officers or other authorities directing traffic.
- Use “common courtesies” on the road (for example, yielding to pedestrians, stopping at school crossings, etc.) Your state may have additional traffic laws governing driving courtesies—for example, it may be illegal to use your horn for anything but emergencies or not to yield to pedestrians.
- Maintain safe distances from vehicles ahead of you. It is important that you have enough room to stop suddenly if necessary.
- If driving behind a school bus: stop if the school bus stops, wait for children to exit, and watch for children crossing the street before proceeding.
- Check for other vehicles before backing, turning, or entering an intersection. Many accidents happen because drivers “just didn’t see the other car.”
- Turn on headlights during rain, dusk, and dawn. This is a legal requirement in many states.
- Use turn signals to turn or to change lanes.
- Refrain from performing other activities while driving (i.e., eating or talking on the phone). It is critical that your attention be fully focused on your driving. Some states and/or counties have laws prohibiting the use of cell phones while driving.
- Make sure you pull off the road to use your laptop, look at your map, or refer to other interviewing materials.
- Do not allow your emotions to control your driving. While it is tempting to vent anger at other drivers by driving aggressively, “road rage” encourages unsafe and potentially illegal driving. This puts you and others in danger.
- When parking, leave adequate space between your car and cars in front of, behind, and next to your car so that other drivers can maneuver around your car.
- Ensure that your vehicle is in safe operating condition: lights, tires, turn signals, and windshield wipers are in good working condition. This decreases your chances of suffering a vehicle breakdown on the road.

If you are issued a traffic or speeding ticket on the job, you will be held responsible for any fines and penalties. Your driving record is likely to be affected as well. Remember that driving carefully is just one more aspect of doing your job effectively and successfully. Driving safely, legally, and responsibly makes it easier for you to conduct your interviews efficiently.

Article on motor vehicle safety and mandatory use of seat belts published the Census Bureau's publication

Census Counterparts



Excuse Me, Please?

Flo Ann Crum of the Boston PD loves taking her camera to work. "You never know what you will find," she said. "It was really hard to tell this guy to get out of the way because I had a segment to wrap in Lunenburg Vt. He finally did move, running up the middle of the road, and I got my segment done. Just another reason why I love my job!"



Stop! In the Name of Safety

Field representatives and staff in the regional offices drive hundreds of thousands of miles each year to collect the data so critical to census operations.

To ensure that those hours on the road are as safe as possible, Census Bureau Director Louis Kincannon committed the bureau to a safe-driving initiative in October 2002 aimed at reducing injuries resulting from car accidents.

The Safety Office and the Field Directorate have responded by providing field representatives with additional training in safe driving techniques and regular safety tips, including a reminder that the use of seat belts is mandatory for drivers on official duty. Observation of employee driving behavior is now part of the annual field rep's supervisory observations.

Another key component of the safe driving initiative was the establishment of an award to recognize any region that completed a fiscal year without a vehicular accident. The New York Regional Office is the first recipient of the award, having experienced no

motor vehicle accidents during fiscal year 2003.

Ligia Jaquez, assistant director of the New York Regional Office accepted the safe driving award from Kincannon at the June 3 Director's Open Forum. The forum coincided with National Safety Month, designated "Crash-Free June" by the National Safety Council (NSC).

The plaque displays a "handshake" symbolizing the partnership between headquarters and regional offices, and every Census employee to put safety foremost in the office and in the field.

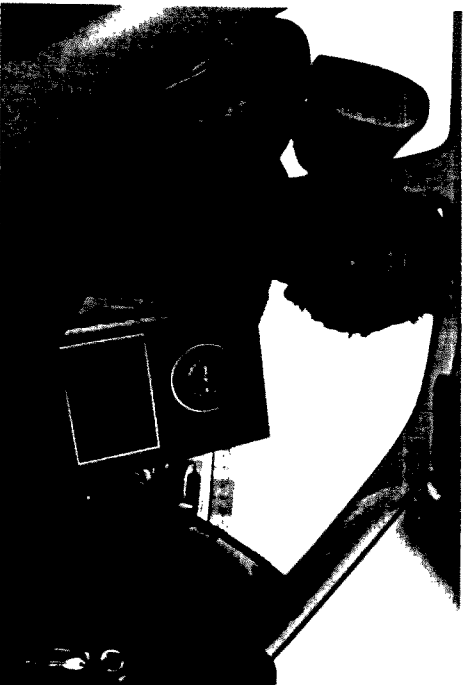
According to the NSC, there were 6.3 million motor vehicle collisions reported to U.S. law enforcement authorities in 2002, resulting in 2.3 million disabling injuries and 44,000 deaths. The NSC estimates the total cost to society at \$242.7 billion — more than \$800 per year for every American.

Motor vehicle accidents are the leading cause of deaths due to injuries in America and the leading cause of work-related deaths. They are the eighth leading cause of death overall. The Census Bureau's statistics mirror those of the larger population. Although

slips, trips and falls make up the largest category of reported accidents, deaths resulting from motor vehicle accidents constitute the leading category of work-related fatalities.

For information on how you can work more safely, visit <http://hrd.safety.census.gov> or call the Safety Office at (301)763-3711. To learn more about "Crash-Free June," visit <http://www.nsc.org>.

PHOTO BY FLOYD WOLF



Ligia Jaquez holds New York Regional Office's safe driving award.



UNITED STATES DEPARTMENT OF COMMERCE
The Under Secretary of Commerce
for Oceans and Atmosphere
Washington, D.C. 20230

New NOAA safety policy emphasizing top management support of the OSH program

AUG 20 2004

MEMORANDUM FOR: ALL NOAA EMPLOYEES

FROM:

Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)
Under Secretary of Commerce for
Oceans and Atmosphere

SUBJECT:

Re-issuance of the NOAA Safety Policy

I am pleased to announce the reissue of NAO 209-1, the NOAA Safety Policy (copy attached; NAO 209-1). It has been 3 months since the NOAA Safety Policy was temporarily retracted to make minor changes to clarify several provisions within the policy.

Now is the time for all of us to make safety a core value and priority in NOAA. Daily we show the importance of safety to our customers and the American people through our products and services. Please join me in making safety a priority in our workplaces and in your lives everyday. In 2003, I challenged NOAA to reach high and achieve the goal of being "best in class" in our safety program. I am firmly committed to this goal today as I was then.

I expect and encourage each manager and employee to take responsibility for the safety of their working environment, and to ensure implementation of this policy is consistent with existing collective bargaining agreements and the Federal Labor-Management Relations Statute. I will hold the leadership of NOAA at all levels accountable for promoting and maintaining a safe working environment. I am committed to a workplace free of safety hazards, which can cause injury to NOAA team members. Accidents can be prevented by simple, common sense steps -- which include keeping your work environment neat, avoiding or managing slippery conditions, and exercising greater care in the handling and storage of materials.

A journey of a thousand miles begins with the first step. I believe full implementation of the NOAA Safety Policy is our first critical step to making NOAA workplaces safer.

Want to know more about NOAA's Safety Program? You can visit the NOAA Safety Program Website at: <http://www.echssso.noaa.gov>.

Attachment: NOAA Safety Policy -- NAO 209-1



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THE ADMINISTRATOR



National Oceanic and Atmospheric Administration		NOAA Administrative Order _____	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE	EFFECTIVE DATE	
SUBJECT NOAA SAFETY POLICY			
<p><u>SECTION 1. PURPOSE.</u></p> <p>This Order delineates the roles, responsibilities, and processes necessary to promote a safe work environment for all employees of the National Oceanic and Atmospheric Administration (NOAA) as well as NOAA contractors. The Order complies with Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), 5 U.S.C 7902, "Safety Programs," and Sections 19 and 24 of the Occupational Safety and Health (OSH) Act of 1970.</p> <p><u>SECTION 2. POLICY.</u></p> <p>NOAA shall provide a workplace environment free of known hazards that could place employees at risk of injury. The goal of NOAA's Safety Program is zero accidents. This Policy is predicated on several underlying principles:</p> <ul style="list-style-type: none"> a. People are our most important resource, and their safety and the safety of their work environment are NOAA's first responsibility. b. All accidents are preventable. c. The ultimate success of any safety program depends on supervisors/managers (hereinafter referred to as "managers") and employees being responsible and accountable for providing, maintaining, and actively improving workplace safety – in other words, making safety a priority. <p><u>SECTION 3. RESPONSIBILITIES.</u></p> <p>.01 The Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) and Deputy Under Secretary (DUS) shall provide top management support to the development and implementation of a comprehensive NOAA occupational safety and health program (Safety Program) consistent with Sections 19 and 24 of the Occupational Safety and Health Act (OSHA), 5 U.S.C. 7902, and Executive Order 12196, and shall hold senior management accountable for fulfilling their safety program responsibilities, including ensuring that appropriate performance criteria addressing safety responsibilities are incorporated into workplans and performance reviews.</p>			

.02 The NOAA Executive Council (NEC) shall review all serious safety incidents (as specified under Section 4 of this Order) and ensure that appropriate corrective actions are being taken to address both the conditions underlying and/or contributing to the specific incident and any NOAA-wide policy and procedure changes needed to prevent future incidents.

.03 The NOAA Chief Administrative Officer (CAO), as the NOAA Designated Agency Safety and Health Official (DASHO) under 29 CFR 1960.6, is responsible for ensuring the development of a comprehensive safety and health program that complies with all applicable federal and Department of Commerce safety and health standards. The CAO also serves as the NOAA representative on the Department of Commerce Safety Council, and chairs and coordinates the activities of the NOAA Safety Council.

.04 The Director of the Environmental Compliance/Health/Safety/Security Office (ECHSSO), who reports to the CAO, and to the DUS (on significant safety matters requiring DUS attention), shall be responsible for developing and administering NOAA's Safety Program. Specific responsibilities of the Director ECHSSO include the following:

- a. Ensures that Safety Program responsibilities are incorporated into performance criteria for NOAA managers and employees.
- b. Establishes requirements for safety training programs across NOAA (including training for individuals involved in conducting safety investigations), concerning both frequency and required content, to ensure compliance with NOAA-wide safety policy; and implements appropriate monitoring systems to assess compliance with these requirements. Ensures that training programs developed by Line/Staff Offices comply with NOAA-wide safety policy. Provides technical assistance and training concerning health and safety issues across NOAA. Assesses the staff technical competencies required within ECHSSO to fulfill the requirements of the Safety Program, and implement necessary training programs to ensure a skilled ECHSSO workforce.
- c. Conducts annual program baseline assessments and develops resource plans, with specific performance measures and milestones for NOAA-wide requirements.
- d. Ensures that safety performance measurement systems are developed and implemented, and that regular safety performance data reports are prepared for NOAA senior management. Such reports are designed to measure both the overall progress toward NOAA's goal of zero accidents, as well as the progress of individual components within NOAA; and to identify additional actions necessary to achieve incremental progress toward this goal.
- e. In concert with the NOAA facilities program, develops and implements an ongoing program of assessments to ensure that NOAA work sites and personnel are in compliance with safety policies and standards. This responsibility includes identifying appropriate criteria to prioritize the criticality of deficiencies identified, monitoring the development and implementation of corrective action plans to address identified deficiencies or issues of non-compliance, and reporting on the results of the assessments and progress in taking corrective actions.

f. Develops and implements a Safety Incident Investigation Program, under the general provisions established in Section 4 of this Order, that supports the expeditious and effective investigation of safety incidents, and implementation of effective corrective actions.

g. Ensures that all construction/repair projects comply with appropriate safety and environmental compliance standards.

h. Ensures that the NOAA Safety Program and Safety Policy continue to comply with all applicable federal and Department of Commerce standards. Establishes supplemental guidance, as necessary, to assist in implementing this Policy.

i. Elevates safety and health compliance issues to senior management with recommendations for resolution as necessary to ensure compliance.

.05 The NOAA Safety Council shall be chaired by the CAO, and shall, in partnership with the CAO, assist in implementation of the NOAA Safety Program. Specifically, the NOAA Safety Council shall perform the following functions:

a. Review and comment on the NOAA Strategic Plan to ensure that safety is appropriately addressed.

b. Assist in the development of the annual program baseline assessment (PBA) and program plan for the NOAA Safety Program, and review PBAs and program plans for each goal to ensure that safety is appropriately addressed.

c. Review proposed changes in the NOAA Safety Policy or other supplemental guidance, and recommend changes, as appropriate.

d. Identify opportunities for NOAA-wide improvements in the Safety Program.

e. Review and approve annual Line/Staff Office safety action plans and performance measures to ensure that these support the NOAA Safety Program.

.06 NOAA Assistant Administrators (AAs), Deputy AAs, and Staff Office Directors have overall responsibility for promoting the goals and implementing the requirements of the NOAA Safety Program within their organization. They are responsible for the safety of their employees and operations as follows:

- a. Ensure safety policies, procedures, and training programs are established, implemented, and maintained within their organization as an integral part of business operations and facilities.
 - b. Ensure that Safety Program responsibilities are incorporated into Line/Staff Office management performance criteria, and that all personnel understand and carry out their safety responsibilities as specified under the NOAA Safety Policy.
 - c. Designate a safety officer, who will report to the DAA or Staff Office Director on safety program issues, to provide leadership and support to the safety program within their organization, and to work in cooperation with the ECHSSO in supporting the NOAA Safety Program.
 - d. Ensure that safety program requirements are integrated within their program planning and budgeting. Prepare and submit annual safety action plans with performance measures to ECHSSO as part of the program baseline assessment process.
 - e. Fulfill their responsibilities defined in the Exhibit to this Order with respect to safety incident investigation.
 - f. Submit the following reports to ECHSSO:
 1. Quarterly compliance reports on the following requirements:
 - (a) Manager/employee training, and
 - (b) Manager conduct of safety assessments and reports.
 2. Monthly status report on progress in implementing corrective actions approved to address safety incidents. (NOTE: More frequent reporting on corrective action status may be required in specific situations, as determined by ECHSSO.)
- .07 Managers at all levels of the organization are responsible for actively promoting and protecting the safety of NOAA employees and the public by providing safe workplaces and operations. To fulfill this responsibility, each manager is responsible for, at a minimum, the following:
- a. Ensure that employees are provided appropriate safety training in compliance with the NOAA standards.
 - b. First-line managers shall conduct safety assessments at least monthly (or more often as warranted by type of work or workplace conditions) and prepare safety assessment reports. Safety assessment reports shall document safety rule violations, unsafe acts, and unsafe conditions; and shall document corrective actions to be taken and responsible parties. Managers shall request technical assistance from their respective office safety manager in assessing unsafe conditions beyond the manager's ability (e.g., ventilation surveys of laboratory hoods, industrial

hygiene surveys to measure employee exposures to chemicals and noise). Managers retain the responsibility for ensuring assessments are completed and for addressing corrective actions.

c. Second-level managers shall review safety assessment reports and take appropriate measures (including, as warranted follow-up assessments) to ensure that violations and unsafe conditions/acts have been appropriately addressed.

d. Managers shall report all safety incidents within 24 hours to the management level responsible for conducting the incident investigation (see the Exhibit to this Order) and to the Director of ECHSSO, and shall cooperate in the investigation of incidents. Serious accidents shall be reported as soon as possible, but no later than eight working hours of incident occurrence.

e. Managers shall actively discuss safety concerns and the importance of safety in the workplace with employees.

.08 Employees are a critical component of an effective NOAA Safety Program.

a. Each employee has the following responsibilities:

1. Comply with established safety rules and policies, including the attendance at required safety training.

2. Promptly report all unsafe conditions and safety incidents to their immediate supervisor. Immediately correct unsafe conditions and unsafe acts that are under their control. Submit a CD-351 when time permits to control the risk.

3. Perform their work in such a manner as not to jeopardize the safety and health of themselves, fellow workers, or the public. Following safe procedures is a condition of employment for all employees.

b. Employees have the right to decline to perform their assigned task because of a reasonable belief that the task or situation poses an imminent risk of death or serious bodily harm, and that there is insufficient time to reduce the risk through normal hazard reporting and abatement procedures. If time permits, employees shall report the situation to their supervisor to control the risk (e.g., submitting a CD-351). Employees may not decline to perform a task that is part of their normal duties. Normal duties include hazardous duty assumed by employees as part of their employment position, and for which an employee is receiving hazardous duty pay or other benefits consistent with the terms of NOAA's Premium Pay Handbook or for whom hazardous duty was considered in the classification of their position. The employee's right to decline a task shall not take precedence over an aircraft commander's or ship captain's ultimate responsibility to make command decisions to protect the safety of the crew and aircraft or vessel while underway, in response to an emergency, or in the performance of normal duties.

SECTION 4. SAFETY INCIDENT INVESTIGATION PROGRAM.

The purpose of the safety incident investigation program is to understand the underlying/ contributing conditions that led to or contributed to the occurrence of a safety incident, identify appropriate corrective actions that must be taken to address these underlying/ contributing conditions, and implement timely and effective corrective actions. Investigations of safety incidents shall be conducted by the NOAA management level appropriate to ensure the timely and effective correction and resolution of the underlying/ contributing conditions that led to the safety incident. All incidents shall be reported within 24 hours of the incident occurrence to the management official responsible for conducting the incident investigation and to ECHSSO. Serious incidents shall be reported as soon as possible, but no later than eight working hours of incident occurrence. All incident reports and corrective action plans will be completed in compliance with the Exhibit to this Order.

SECTION 5. SAFETY PROGRAM PERFORMANCE MEASURES.

Compliance with this Policy will be measured by tracking the number and severity of safety incidents, the number of lost workdays, property losses, and other incident-related performance measures (including the number of corrective actions timely completed) developed by the CAO in partnership with the Safety Council.

SECTION 6. SUPPLEMENTAL GUIDANCE.

Safety health policies and procedures developed by the Line/Staff Offices to supplement this Policy and to address unique situations/issues faced by their offices shall be consistent with this Policy. Any procedures developed to assist in the implementation of this Policy shall be consistent with this Policy and shall be issued in separate guidance and be developed in partnership with the NOAA Safety Council.

SECTION 7. AUTHORITIES.

- .01 Occupational Safety and Health Act of 1970, Sections 19 and 24, as amended (29 U.S.C. 668 and 673).
- a. 29 CFR Part 1910, "Occupational Safety and Health Standards. "
- b. 29 CFR Part 1926, "Safety and Health Regulations for Construction."
- c. 29 CFR Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," as amended.
- .02 5 U.S.C 7902, "Safety Programs."
- .03 E.O. 12196, "Occupational Safety and Health Programs for Federal Employees," as amended.

CLEARANCE SHEET

NAO 209-1

TITLE

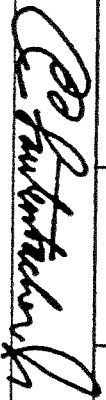
NOAA SAFETY POLICY

PURPOSE

This Order establishes the National Oceanic and Atmospheric Administration (NOAA) Safety Policy, and delineates the roles, responsibilities, and processes necessary to promote a safe work environment for all employees of NOAA, as well as NOAA contractors. Subsequent to the initial issuance in February, 2004, the labor union with national representation rights challenged the issuance, stating that prior consultation with the union was required. The Order was temporarily rescinded/suspended on May 5, 2004, and the union provided opportunity to review and comment. As a result, changes to the Order have been proposed by the NOAA Safety Council to address both the union's comments and additional matters raised by NMAO (see Section 3.08b.). The NEP and the NEC have approved the revised Policy and its promulgation as a NOAA Administrative Order.

This Order complies with Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), 5 U.S.C 7902, "Safety Programs," and sections 19 and 24 of the Occupational Safety and Health (OSH) Act of 1970. This Order does not duplicate any existing Department of Commerce or NOAA Administrative Order.

Approval is recommended.

SURNAME AND ORGANIZATION (TYPED)	PREPARED BY	CLEARED BY	CLEARED BY	CLEARED BY	CLEARED BY	CLEARED BY
INITIALS AND DATE	Jainold AMES 8/19/04	Vkrut AMES 8/19/04	WBroglie CAO FOR 8/18/04	JWalpole GC 8/19/04	JKelly DUS 8/22/04	
SURNAME AND ORGANIZATION (TYPED)	CLEARED BY	CLEARED BY	CLEARED BY	CLEARED BY	CLEARED BY	CLEARED BY
INITIALS AND DATE						
DATE	APPROVED:  Under Secretary of Commerce for Oceans and Atmosphere					

.04 "Record Keeping and Reporting Guidelines for Federal Agencies," as published in OSHA Instruction FAP 1.3, Appendix B.

SECTION 8. EFFECT ON OTHER ISSUANCES.

This Order supersedes any policies previously in effect within NOAA concerning the NOAA Safety Program, to the extent that such policies are in conflict with the provisions and requirements of this Order.



Under Secretary of Commerce for Oceans and Atmosphere

Attachment: Exhibit

Office of Primary Interest:
Office of the Chief Administrative Officer
Environmental Compliance, Health, Safety, and Security Office (ECHSSO)

Incident Investigation Review Requirements

	Management Level Accountable		Timeframes	
	Investigation, Development of Incident Report, and Implementation of Corrective Action Plan	Review of Incident Report, and Approval of Corrective Action Plan	Initial Notification to Next Management Level	Completion of Incident Report and Corrective Action Plan
Severity of Incident				
Serious incident involving: - Employee fatality - Hospitalization of 3 or more employees - Permanent employee disability - Five or more lost workdays - Conditions that could pose an imminent and severe threat of serious injury to other employees, or - Property losses of \$1 million	Deputy AA or Staff Office Director and the Director of ECHSSO (co-lead)	NOAA Executive Council, with support from ECHSSO	8 working hours	2 weeks, unless exception granted by CAO [NOTE: It is recognized that some incidents may require more extensive and time-consuming investigations. The 2-week timeframe is designed to ensure that readily identifiable corrective actions are identified and corrected timely.]
All other (less serious) incidents, unsafe conditions or near misses with potential for above noted conditions.	Second level manager, with support from their Safety Manager as appropriate	Deputy AA or Staff Office Director*	24 hours	2 weeks

*NOTE: A copy of all incident reports, and approved corrective action plans shall be submitted to ECHSSO for trend analysis, and tracking of corrective action plans